



**REGISTRATION, INVOICE & VOUCHER
CERTIFICATION FORM**

SEMINAR TITLE: 27th ANNUAL MAYOR'S LEGISLATIVE DAY

DATE & LOCATION: Friday, April 5, 2019
The State House Annex, Committee Room 4
125 West State Street
Trenton, New Jersey
8:30am-1:00pm

REGISTRATION FEE: \$25.00 per person - Member & Non-Member Rate

Returning a copy of this completed form insures you a reservation at the above seminar. Just send us this form with or without a check. No need to send us your voucher for a separate signature because **this form has been approved by the Local Finance Board and meets the requirements for certification of performance of service. HOWEVER, A PURCHASE ORDER NUMBER IS REQUIRED TO PROCESS THIS REGISTRATION FORM.**

**CANCELLATION
POLICY**

If you are unable to attend this seminar, you may transfer your registration to a colleague, or fax us three (3) working days PRIOR to the seminar and we will be happy to issue a refund. After the cancellation period no refunds will be issued.

VENDOR CLAIMANT'S CERTIFICATION AND DECLARATION			
I do solemnly declare and certify under the penalties of the Law that the bill/invoice statement is correct in all its particulars; that the materials have been furnished or services rendered as stated herein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.			
1/01/18	21-6000935		Executive Director
Date	Federal I.D. #	Signature	Official Position
CERTIFICATION BY RECEIVING AGENCY		CERTIFICATION BY APPROVAL OFFICIAL	
I, having knowledge of the facts, certify and declare that the materials have been received or the services rendered and are in compliance with the specifications or other requirements, and said certification is based on signed delivery slips or other reasonable procedures, or verifiable information.		I certify and declare that this bill/invoice statement is correct, and that sufficient funds are available to satisfy this claim. The payment shall be chargeable to:	
_____		Appropriation Account(s) Charged P.O. # - MANDATORY ↗	
Signature		Amount(s): \$ _____	
_____		Signature _____ Date _____	
Title	Date	Title (CFO, Finance Director)	

SEMINAR REGISTRATION (Please fill in all of the below information)

	Name of Seminar Registrant	Title	E-Mail Address	Municipal Phone #
1)				
2)				
3)				
4)				
5)				

Contact Person: _____

Municipality: _____ Phone: _____

Address: _____ City: _____ St: _____ Zip: _____

PLEASE NOTIFY US IF YOU
DESIRE ANY SPECIAL
COMMUNICATION
EQUIPMENT OR SERVICES

MAKE CHECKS PAYABLE TO:
New Jersey State League of Municipalities
222 West State Street - Trenton, NJ 08608

Phone: (609) 695-3481
Fax: (609) 695-0151

IN CASE OF INCLEMENT WEATHER OR CANCELLATION: We will announce emergency seminar or webinar cancellations via recorded announcement on our Weather Hotline: 609-695-3481 ext. 200 and post announcements on our website www.njlm.org Facebook page [facebook.com/njleague](https://www.facebook.com/njleague), and Twitter [@NJ_League](https://twitter.com/NJ_League) after 6:00am on the morning of the meeting.

DIRECTIONS TO THE STATE HOUSE (The State House Annex is Adjacent to The State House)

The State House is located at 125 West State Street in Trenton, NJ. The zip code is 08608.

DRIVING DIRECTIONS

From the East: Take 195 west to Route 29 north (toward Lambertville). Go through the tunnel and then two traffic lights. Exit right at Memorial Drive. Proceed through the light at the end of the ramp. After the light, follow signs for the capitol Complex. Make a sharp first right and proceed making a semi-circle around the parking area. Pass through the light into the Capitol Complex.

From the South: Take Route 206 north or 295 north, and follow directions to 195 west to Route 29 north (toward Lambertville). Follow directions above for traveling from the east.

From the West: Enter Trenton via Delaware River toll bridge (Route 1 north). Exit at Route 29. Take Route 29 north (toward Lambertville). Exit right at Calhoun Street. Stay right at top of ramp. Turn right at first light on to State Street. Proceed past State Museum and State Library (on your right). Turn right into State House Parking garage.

From the North: Take Route 1 south to the last New Jersey exit ("Capitol Complex"). Turn right onto Warren Street and go to the light where you will make a left onto Market Street. Pass through the next light at William Trent Place and bear right following signs for the Capitol Complex.

Parking: Parking will be available in the Capitol Complex Garage (see note below). In addition, metered, on-street parking is available along West State Street. Pay lots are located at the corner of South Warren and Lafayette Streets, and at North Warren and Hanover Streets. Handicap parking is available in the parking garage and on West State Street in front of the State House and Annex and across the street from the State House.

PUBLIC TRANSPORTATION

Direct rail service to Trenton is provided by both NJ Transit (1-800-582-5946) and Amtrak (1-800-872-7245). NJ Transit also provides bus service to and within the Trenton area.

FROM THE TRAIN STATION

Walking: South Clinton Avenue runs along the left side of the train station. Proceed up the avenue (to your right when facing the road) one block and make a left onto East State Street. (You'll soon pass the Department of Environmental Protection on your left.) The street becomes West State Street. The State House is two blocks up on the left. The walk takes 10-15 minutes.

Cabs: Cabs are available at the rear of the station.

Buses: Buses stop in front of the train station at the corner of South Clinton Avenue. Most service West State Street and the State House.

SPECIAL NOTE

PARKING

Public parking is available in the Capital Complex parking garage, which is next to the State Museum. Proceed to the guard booth and have picture ID ready to gain access to the parking garage.

*** Please note that metal detectors and bag scanners are present at the Statehouse entrances, so please arrive early so that you do not have to wait.**